

Workforce Information Publications

BID SPECIFICATIONS

BACKGROUND

The five Workforce Information Publication activities described below are designed to describe and explain the accomplishments, plans, programs and environment of the local workforce system. The successful bidder selected to deliver the agreed upon services for this project will work with staff of the Lucas County Workforce Development Agency (LCWDA) and the Workforce Investment Board of Lucas County (the WIB) to coordinate their implementation. Any private for-profit business entity, private non-profit corporation (including a faith-based entity), or public entity may apply for available funds.

There will be one (1) contract issued for a maximum of \$24,999 lasting for approximately six months starting on or about June 1, 2005.

Requested Services

LCWDA under the direction of the WIB will be accepting bids to provide services in the following areas:

1. Development of a Directory of Workforce Development Programs for Economic and Community Development Practitioners.
2. Development of an Annual Report of the Lucas County Workforce Development System.
3. Development of a brochure containing a graphical and narrative summary of the Strategic Business Plan for workforce development activities in Lucas County.
4. Development of a State of the Workforce Report that provides a quantitative and qualitative analysis of the labor market of Lucas County and its surrounding area, as well as workforce challenges to be addressed.
5. Development of a brand and/or theme that would be carried out in the development of the above work products.

All work products are to be delivered in print and web-ready formats. Products must also lend themselves to inexpensive reproduction. The bidder will not be responsible for collecting the information for the above publications, but will be expected to provide consultation on the formatting of information in each of the various publications.

Submit (1) original and (3) copies of your application packet which must include the following items:

1. Cover letter signed by authorized representative including Federal Employer Tax Identification Number.
2. Maximum six (6) pages of product/service description including design development strategy, client review process, strategy for integrating client data into the publications, and specifications for producing final work products.
3. Attachment A: Budget for design projects
4. Attachment B: Three references, a list of previous clients, and citations of previous related work (including samples).

PROJECT EVALUATION

Below is a set of selection criteria.

- Reasonableness of budget-20 points
- Organizational experience in the area of services requested-25 points
- Originality and innovation in the design -10 points
- Feasibility of cost-efficient implementation or reproduction of design -20 points
- Quality and direct relationship between requested services and services proposed by the applicant- 25 points

Questions will be taken at the Bidder's Conference on Thursday, May 12, 2005 from 2:30-3:30 pm at The Source, Lucas County Workforce Development Agency, 1301 Monroe St., Toledo, Ohio. Phone 419-213-6300.

SEALED BIDS MUST BE SUBMITTED BY 4:00 P.M. THURSDAY MAY 19, 2005. BIDS WILL BE DATE AND TIME STAMPED UPON SUBMISSION.